

ProcureAz Alert

Date: September 25, 2016
To: State Agencies
From: ProcureAZ Help Desk
Re: "Stuck" Documents Unlocked Friday, 9-23-16

The list of specific documents unlocked on Friday, September 23rd, is attached with comments on the state of each one. The following agencies have documents that may now be processed:

Agency	Nbr of Reqs
ADOT	1
AHCCCS	13
Grand Total	14

The next **scheduled** evening to unlock documents is Saturday, October 1st. If significant system performance issues occur prior to that date the process will be run sooner.

- If you have the same documents showing up as locked for multiple weeks, it is likely caused by a known defect when list & approve is used by a proxy user instead of approving documents on the Summary tab individually.

If you have any questions or concerns, please contact the Help Desk at 602-542-7600, option 3, or email procure@azdoa.gov.

Thank you!

PROCUREAZ HELP DESK
602-542-7600
procure@azdoa.gov